

Sexual Harassment Online Training Instructions

Step by step guide to access the online sexual harassment training presentation:

1. Begin by locating the ASU Human Resources homepage (http://www.angelo.edu/dept/human_resources/)
2. On the left-hand menu bar, click on **"Training and Development"** which will take you to this site.
3. From the left-hand menu bar, click on **"Compliance Training"**.
4. Once here, you will see a heading called **Sexual Harassment Training**. Click on the blue hyperlink that says **"Click Here to Access"**
5. This will take you to the Blackboard webpage where in the middle of the page you will see a box that says **"Login Here"**. Enter your ASU network username and password and click the box below that says **"Login"**. (Please note: If you are already logged in to RamPort or Blackboard, you will not need to login to Blackboard again – please jump to Step 6 below.)
6. Once logged in, look for the box that says **"My Organizations"** and click on the **"Office of Human Resources"** link beneath it.
7. Under the **"Getting Started"** section, please read the brief instructions.
8. Click on Dr. Rallo's image and then click on the arrow to launch the video.
9. Once the video has completed, click on the **"Sexual Harassment"** link located directly above the video.
10. Scroll down the page until you see **"Employee Sexual Harassment Training"** in the middle of your page and click on the hyperlink that says **"Sexual Harassment Training"**.
 - NOTE: The system is intended to bring up the presentation automatically and users should be able to click on the arrow graphic at the bottom to go from slide to slide. With some internet settings, the presentation opens up through Microsoft PowerPoint. You'll know it is doing this because a dialog box appears that reads "File Download". From here, click on "Open" and then the next screen that appears will show Microsoft PowerPoint at the very top. From here, follow these steps:
 1. Click on "Slide Show" on the toolbar menu at the top.
 2. Click on the "From Beginning" button located on the second toolbar at the top.
 3. At this point, the PowerPoint presentation should appear filling the whole computer screen.
 4. Go through the presentation.
 5. At the end of the presentation, hit the escape key (Esc) located on the upper left corner on your keyboard.
 6. From here, close the PowerPoint program.
11. View the presentation and answer the interactive questions. If you are **not** a supervisor, skip to step 14.

12. If you are a Supervisor, locate the Sexual Harassment button on your menu bar, then select **“Supervisors Training for Sexual Harassment”** heading and then click on the hyperlink that says **“Click here to access the supervisors training”**. View the presentation and answer the interactive questions.
13. An acknowledgement certificate will be generated at the end of the presentation. Please print, sign and send the form to the Office of Human Resources, so that it may be placed in your personnel file as record of you having taken the required training.
14. Once you have completed the presentation and printed the acknowledgement form, please return to Blackboard and locate the **“Mark Reviewed”** button beside the training presentation link, to affirm that you have completed the training.
15. When all training is complete and you have completed the presentation, locate the **“Logout”** button at the top center of your page, and click to exit from the system.
16. If any questions or problems, contact Ms. Lori Chandler at 325-942-2168 or lori.chandler@angelo.edu.